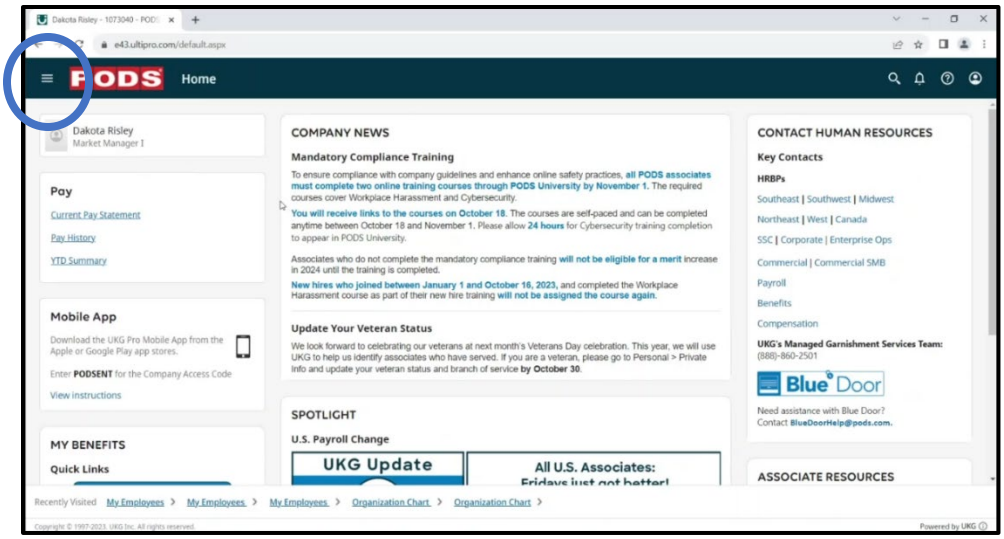
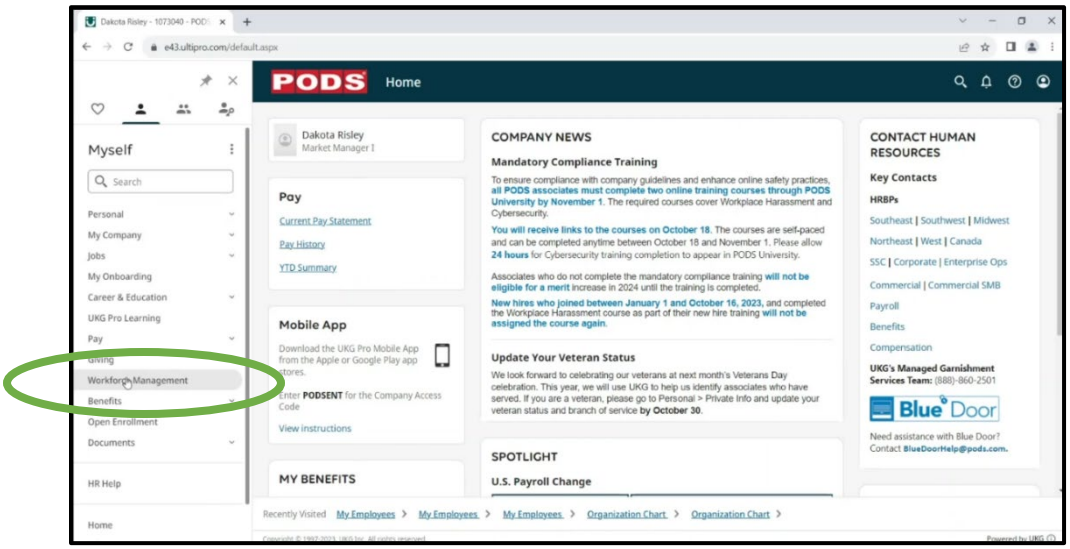
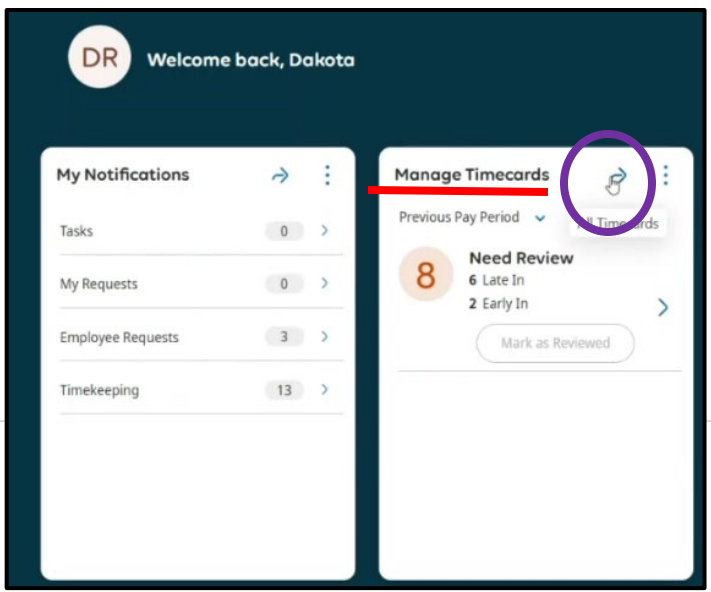
UKG Job Transfers
Managers

1. From the UKG Home Page click on the **"Navigation Button"** in the top right section of the screen.



2. Click **"Workforce Management"**. *A new screen will open on the desktop.*



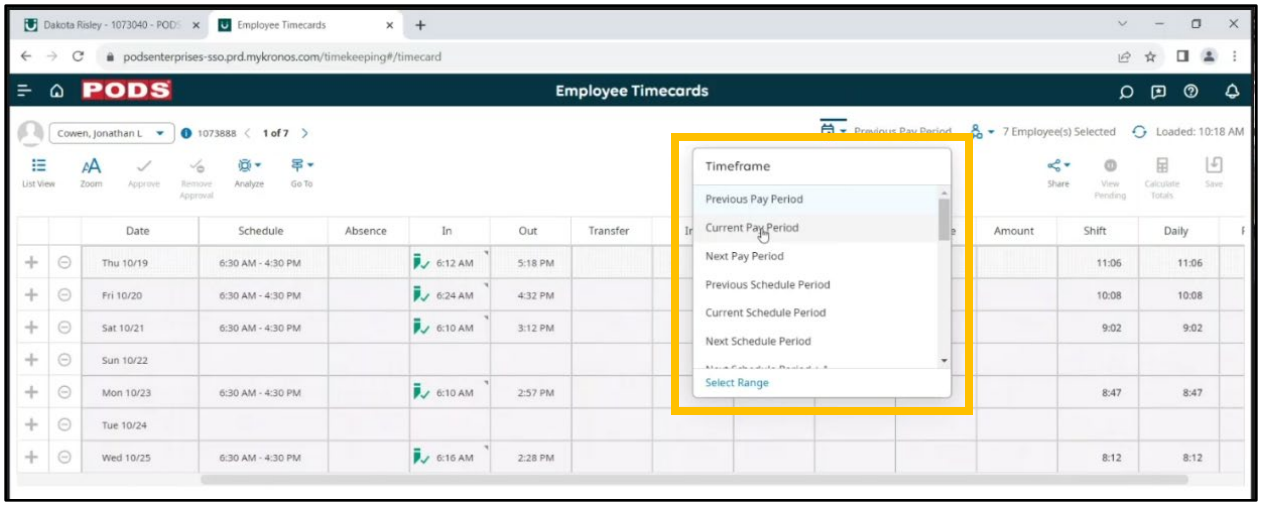


3. Find **"Manage Timecards"** Tab and click **"Arrow"** to open all timecards

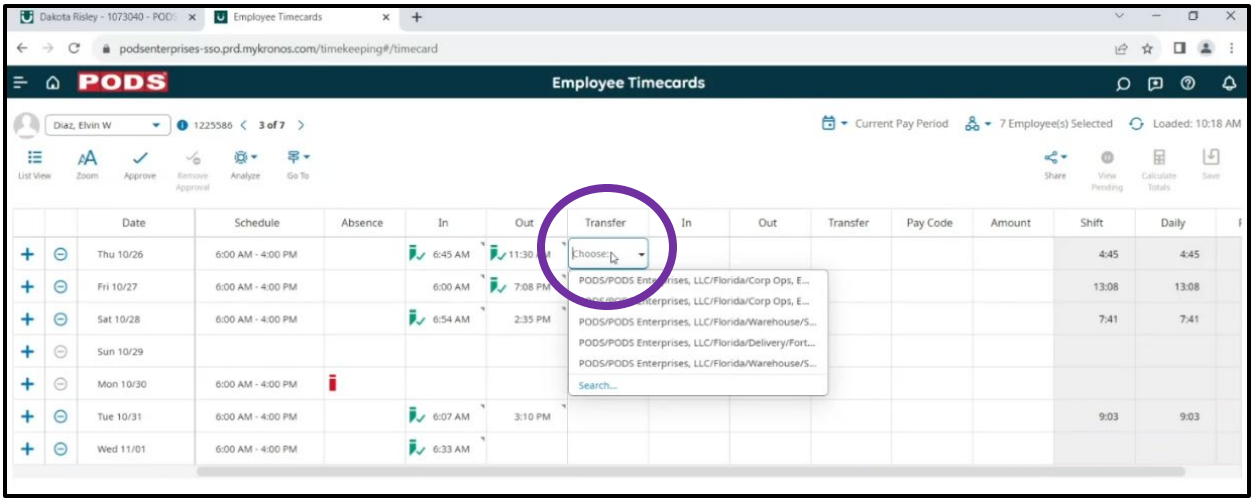
***Important:* Make sure to access the "Current Pay Period" timecards**

Follow these steps to input transfers on timecards:

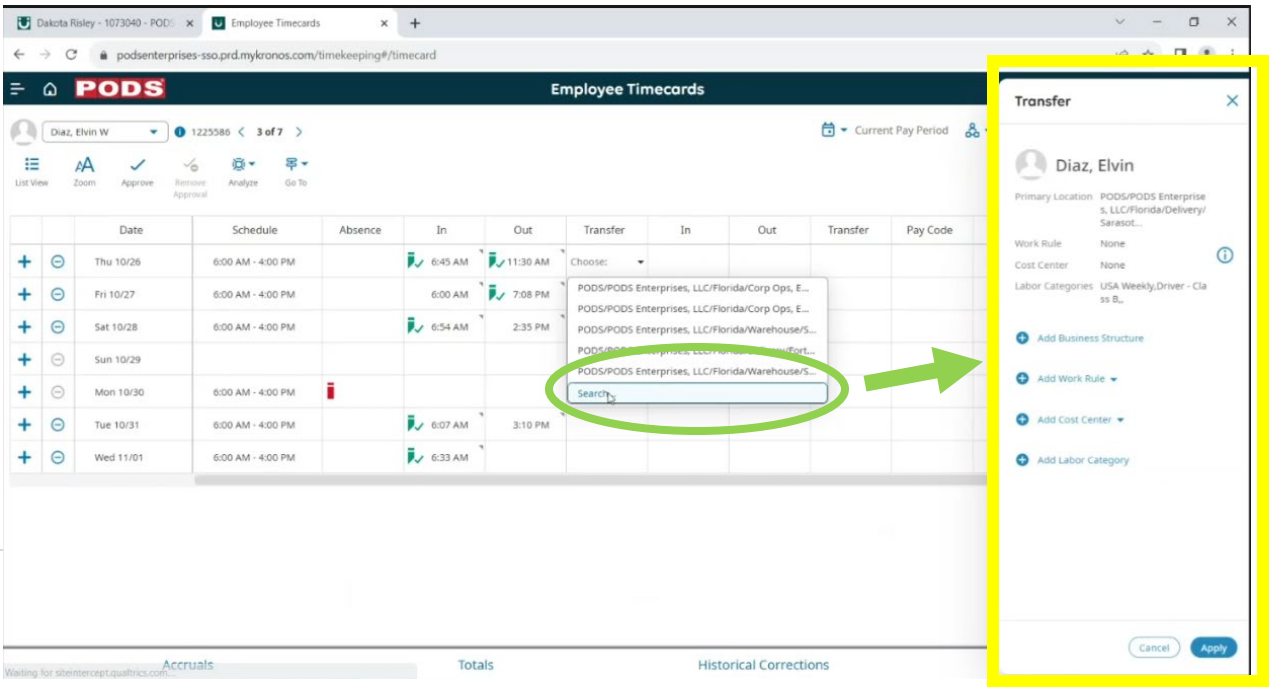
1. Access the **"Current Pay Period"** timecards



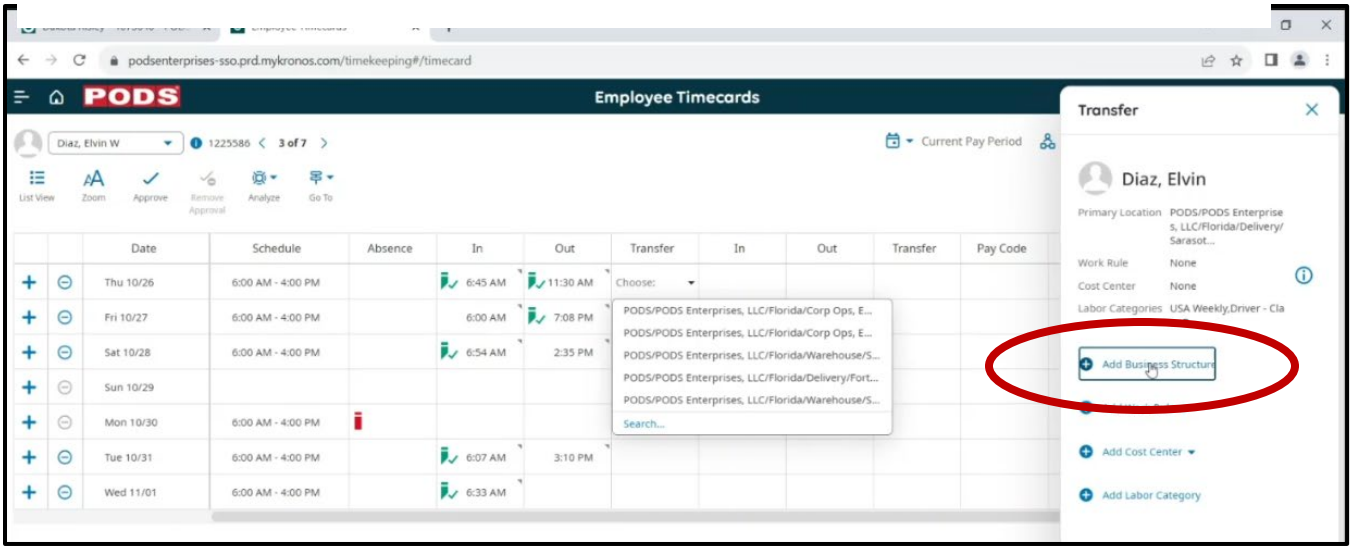
2. Select date of job transfer and "LEFT click on **"transfer box"**



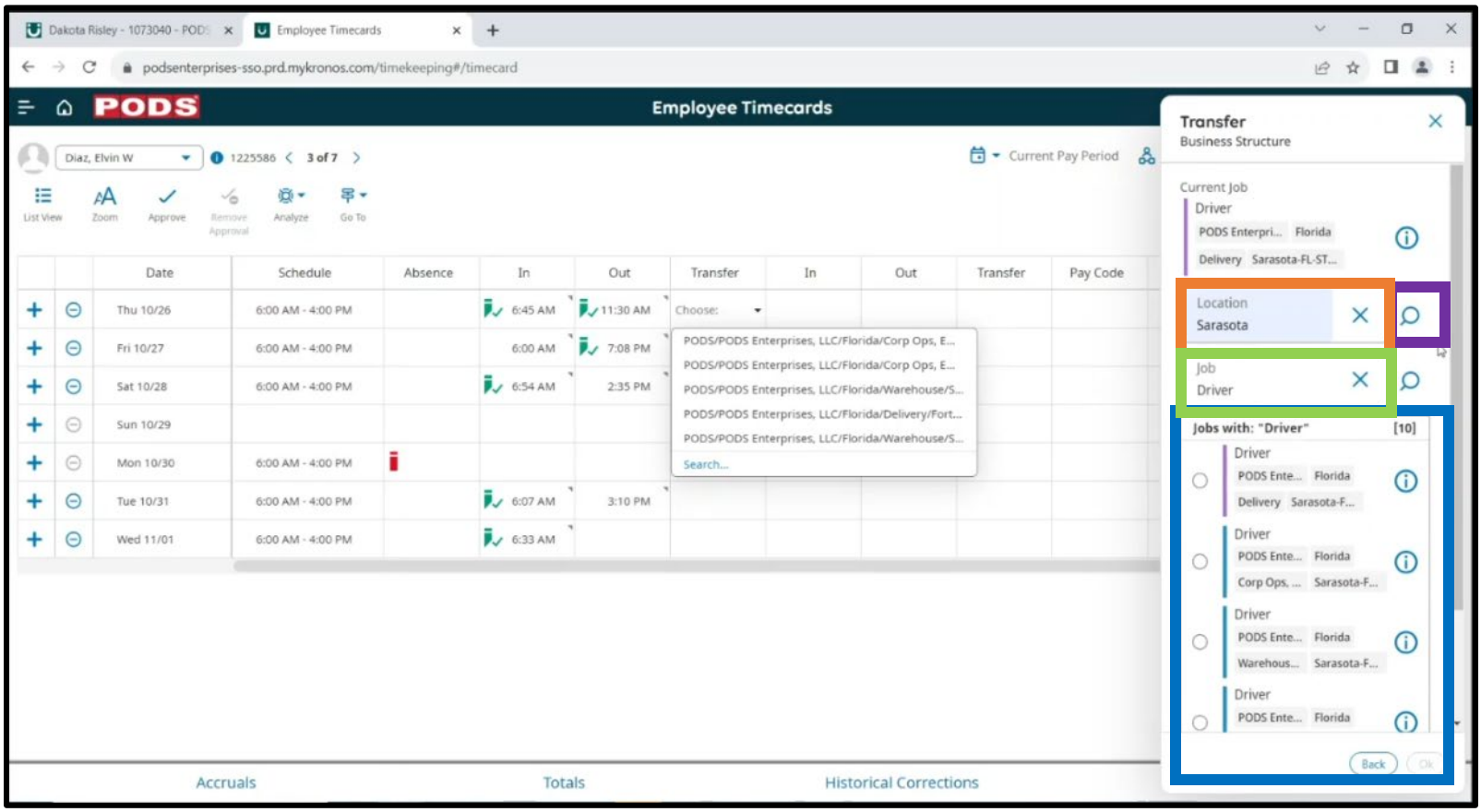
3. Click **"Search"** at the bottom of the options box to open employee timecard panel. *Panel will open on RIGHT side of screen.*



4. Click **"add business structure"**

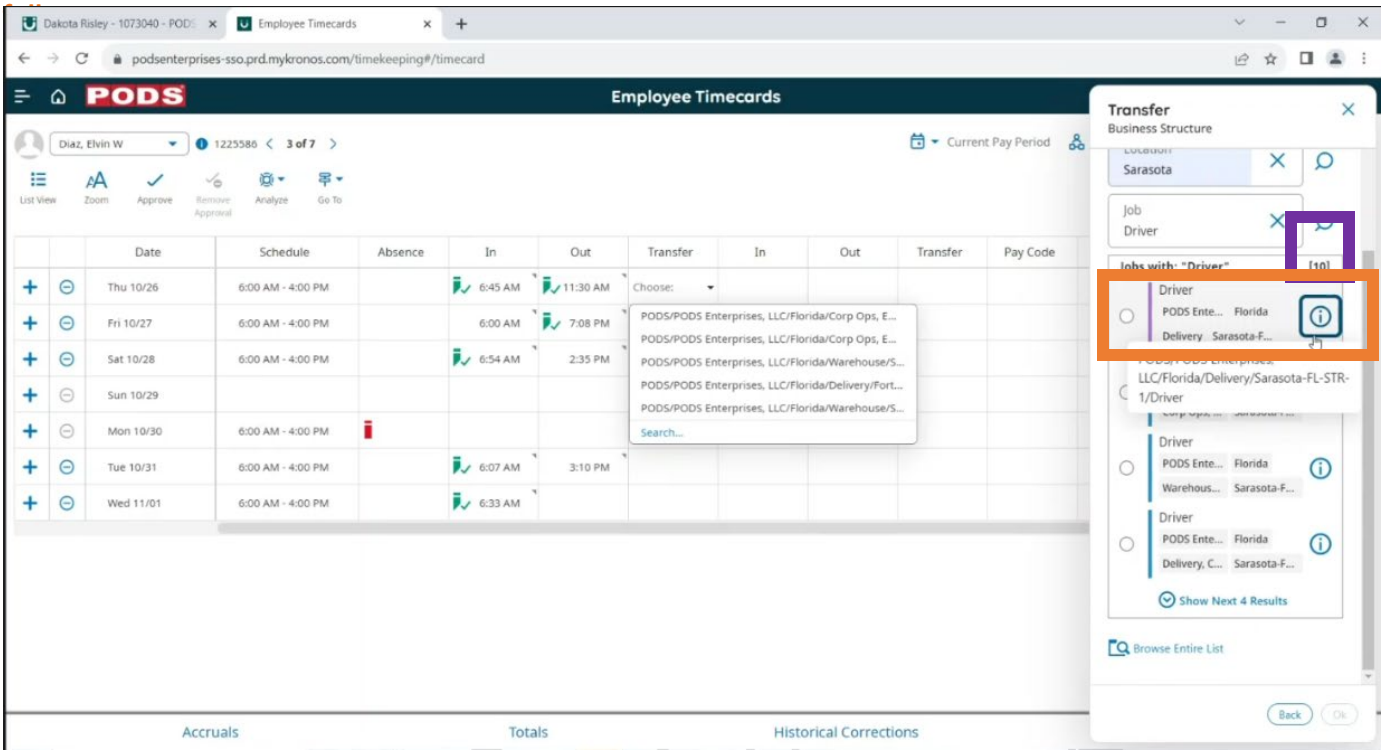


a) Next input warehouse location in **"Location Box"**
b) Followed by inputting job type (Driver, SCW) into **"Job Box"**
c) Click **"Magnifying Glass"** to return job with "Driver" options

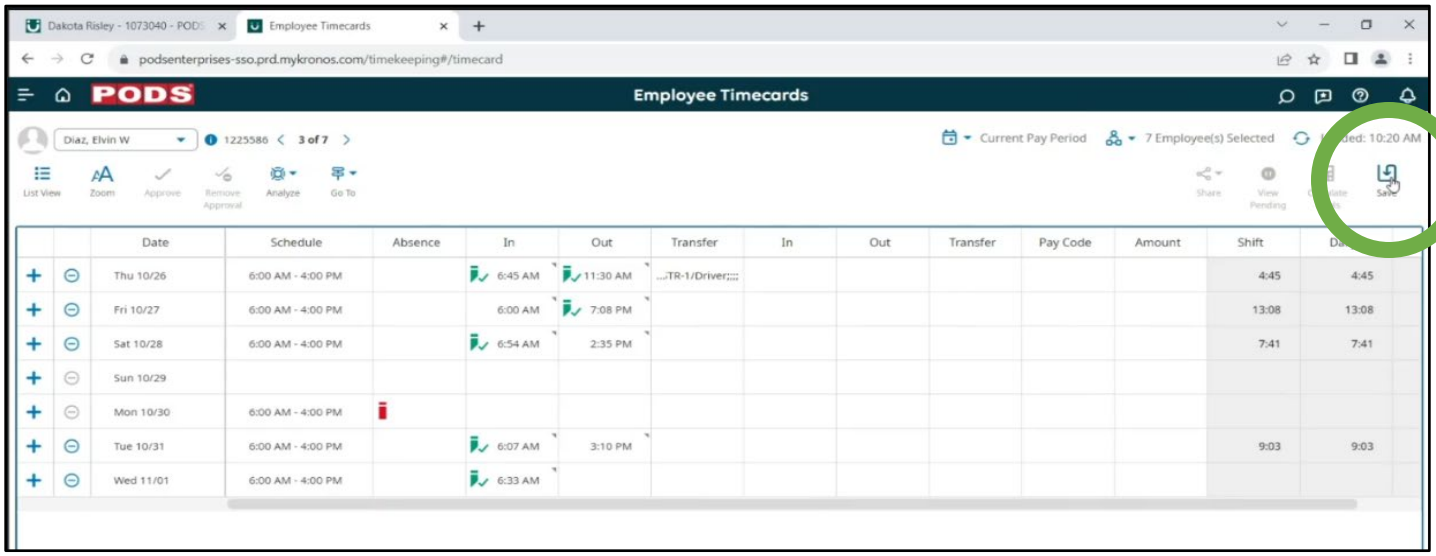


***Important:* Market Manager MUST select the correct transfer code!!**

5. To select the proper transfer code, click the **"Information Icon".** The full **job code** is displayed. The information con will give a full description of the transfer. When selecting please confirm REGION, BUILDING, DEPARTMENT, and JOB TITLE



6. After selecting the proper transfer code, choose **"SAVE"** on the timecard.



Department	Job Titles within Department
Container, Repositioning	Driver, SCW, Warehouse Tech
Corp Ops, Employee Dev	Driver, SCW, Warehouse Tech, Warehouse Support
Delivery	Driver, SCW, Warehouse Tech
Delivery, City Service	Driver, SCW, Warehouse Tech
Container, Repair & Maintenance	Driver, SCW, Warehouse Tech
Podzilla, Repairs & Maintenance	Driver, SCW, Warehouse Tech
Warehouse	Driver, SCW, Warehouse Tech, Warehouse Support
Warehouse, Management	Driver, SCW, Warehouse Tech, Warehouse Support